



THE CITY OF SAN DIEGO

# HOW TO OBTAIN A GRADING PERMIT FOR Site Reconnaissance and Testing

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153  
Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION  
BULLETIN

**560**

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This information bulletin describes the permitting process and minimum submittal requirements for a ministerial grading permit (Process One) for reconnaissance and testing on a site that contains environmentally sensitive lands. A Process One grading permit can be granted, provided the applicant replaces any disturbed resources in accordance with the City's biological and or historical guidelines and regulations. Additionally, an engineering bond will be required to ensure re-vegetation of disturbed areas (see Land Development Code Section 129.0119). These regulations also require both on-site biological monitoring and cultural resource monitoring while testing is performed to avoid or minimize impacts to resources. A grading permit shall expire by limitation and become void 24 months after the date of permit issuance, unless an exception is granted (see Land Development Code Section 129.0650).

To find out if your project contains environmentally sensitive lands call our general information number at (619) 446-5000 or visit Development Permit Information at the Development Services Center, 3rd Floor. A traffic control permit may also be required. Please refer to Information Bulletin 177, "How to Obtain a Right-of-Way Permit for Traffic Control."

## I. What is Site Reconnaissance and Testing?

In order to prepare the technical studies necessary to obtain a development permit, an applicant must conduct site reconnaissance for the purpose of basic data collection, research, or resource evaluation. The information collected is used for site design and to prepare required environmental studies, geotechnical reports, and historic site surveys.

## II. Submittal Requirements

The following plans and documents are required to be submitted along with the appropriate fees and deposits. Appointments for submittal are recommended, and can be made by phoning (619) 446-5300.

### A. Application Package

Provide one copy of the following documents:

#### ☐ General Application (DS-3032)

Note: The **project** description **must** include "**Boring and Trenching for Geologic Reconnaissance for [Project Name]**."

#### ☐ Parcel Information Checklist (DS-302)

### Documents referenced in this Information Bulletin

- Land Development Manual, Project Submittal Requirements, Section 3
- Information Bulletin 177, "How to Obtain a Right-of-Way Permit for Traffic Control"
- Information Bulletin 502, Fee Schedule, Construction Permits -Grading and Public Right-of-Way

## B. Cost Estimate

Provide a cost estimate for the grading and restoration/erosion control work. The estimate must be prepared by a registered civil engineer using the most current Land Development Review Division-Unit Price List, available on the City web site at: [www.sandiego.gov/development-services/industry/pdf/pricelist.pdf](http://www.sandiego.gov/development-services/industry/pdf/pricelist.pdf) or at the Development Services Center, 5<sup>th</sup> floor. In addition to the Unit Price List, a spreadsheet has been provided for the industry's use and is available at: [www.sandiego.gov/development-services/industry/zip/constcostest.zip](http://www.sandiego.gov/development-services/industry/zip/constcostest.zip), and is a good resource to help reduce preparation and review costs for construction cost estimates. The final cost estimate will be used to calculate the construction bond (bonded at 100% with a 20% contingency). Please include a line item for each of the following, as applicable:

1. Excavation/Fill
2. Restoration/Erosion Control
3. Hydroseeding
4. Traffic Control

## C. Plans

Plans shall be submitted on a 24"x36" sheet. These plans will not be required to be signed by the City Engineer, therefore, the standard border and title block is not required and a D-sheet number will not be assigned. Construction Storm Water BMP requirements must be in compliance with the San Diego Municipal Storm Water Permit (California Regional Water Quality Control Board- San Diego Region, Order No. 2001-01). Provide three (3) sets of plans, to include:

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This information is available in alternative format for persons with disabilities, upon request.

❑ **Title Sheet** - Provide the following information on the first sheet of the plans:

1. A bullet point narrative that details the project's complete scope of work, including all items of work to be done with clear and complete symbols and unique hatch patterns for each type of associated work or sensitive resource.
2. Show the Project Team - List name and phone number of all consultants including engineers, designers and contractors.
3. Show legal description and Assessor Parcel Number(s) for the property that the development is proposed on.
4. Developer and owner's information must be provided.
5. Grading quantities information must be provided.
6. Vicinity Map.
7. Topography source company and date of preparation.
8. Typical temporary construction access road cross section (if applicable).
9. Geotechnical Engineer's Company and Licensee information.
10. Engineer of Work signature block with company's name and completed address and phone/fax number, stamp, and wet signature.
11. A key map showing the shaded area for the proposed grading and construction access roadways (existing and proposed) to each boring/trenching location on the key map.
12. Sign and stamp a Declaration of Responsible Charge as follows:

**DECLARATION OF RESPONSIBLE CHARGE:**

I hereby declare that I am the Engineer of work for this project, that I have exercised responsible charge over the design of the project as defined in section 6703 of the business and professions code, and the design is consistent with current standards.

I understand that the check of project drawings and specifications by the City of San Diego is confined to a review only and does not relieve me, as Engineer of work, of my responsibilities for project design.

Signature/Stamp/Expiration Date

13. Include the following note:

All work shall be done in accordance with this plan, the Standard Specifications for Public Works Construction, and the City of San Diego Regional Standard Drawings, as last amended.

14. Provide space on the plans for the following information:

- A. Job Order Number
- B. Project Number
- C. Approval Number

15. There will be additional notes required on the plans. Please visit our Web Site at: [www.sandiego.gov/development-services/industry/standtemp.shtml](http://www.sandiego.gov/development-services/industry/standtemp.shtml)

❑ **Boring and Trenching Plans**

1. Show the limit of disturbance or limit of grading.
2. Show proposed cut/fill slopes associated with all access roads, to daylight.
3. Identify future development boundaries.
4. Show and identify exact locations of each boring and trench. Example: Horizontal alignment (N,E) coordinates.
5. Label onsite and offsite properties by legal description, APN, etc.
6. Letter of permission is required if there is offsite grading proposed and/or any temporary construction access roadway is crossing adjacent properties.
7. Centerline stationing of temporary construction access roads does not need to be provided on the plans.
8. Show and identify the location and widths of all access roads, even where grading is not thought to be required.

**III. Permit Issuance**

At your permit issuance appointment you will need to bring in the following:

- A. Provide (4) sets of final construction plans. Mylars are not required.
- B. Provide an approved cost estimate
- C. Provide a Permit Bond in accordance with the approved cost estimate. At the completion of work and mitigation of the disturbance, the mitigation and monitoring group must be contacted to confirm compliance with the exploration plan and mitigation. The inspector will then notify the bond release coordinator that the bond may be released.

**IV. Fee/Deposit**

Applicable fees/deposits must be paid at the time of submittal. Refer to Information Bulletin 502, "Fee/Deposit Schedule for Construction Permits Grading and Public Right-of-Way."